WESS

Module 2

Entering the Who/What/Why Info

Who/What/Why

If you have Human Factors involved in your HAZREP, you'll enter them at the Who/What/Why Data Entry Screens.

This short tutorial shows you how these screens function, and will introduce you to the Recommendation data entry screens.

Some Hyperlinks

Click here to see how to select your causal factor type

Click here to learn about entering "Who" data

Click here to learn about entering "What" data

Click here to learn about entering "Why" data

Click here to learn about entering Recommendations

Click here to learn how to enter CO's Comments

Click here to learn how to do Report Validation

Or you can just go page-by-page through this module.

Entering "Who, What, Why"

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Involved Factors

▶ Help

Aviation hazard reports, much like aviation mishap reports, require analysis and corrective action for the implied causal factors or attendant risk. Some hazards may require more in-depth investigation for which you may make use of your standing AMB, though it is not a requirement. Nonetheless, the analysis and attendant risk and recommendations are essential, and with WESS, you will be able to supply this information directly to the Naval Safety Center.

You have the opportunity to add event factors in **HUMAN**, **MATERIAL** and/or **NOT MATERIAL OR HUMAN** and subcategories of **Aircrew Supervisory Personnel**, **Facilities Supervisory**, **Facilities Non-Sup**[...] **Supervisory**. In addition there are subcategories of **Aircraft Systems**, [...] Follow the screens after adding and selecting an event factor.

This hazard report may just keep someone else from winding up in a m[...]

Aircraft Systems (Aircraft & A[...]
Aircrew Equipment (ALSS / Flight Gear, etc.) - It ...

Add New Entry   Edit Entry   Delete Entry

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

Activities
- Save as template
- Return home
- Generate PDF
- Generate Injury Log
- Feedback Form
- OSHA 300 Equiv. Log
- Logout

Data Retrieval (JReport)
- Pre-formatted Reports
- Custom Reports

- My Report
  - General Information
  - Aircraft
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  - Involved Factors
    - Recommendations
    - Data Entry Complete
    - Validate
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  - Manage My Report

Now you get to enter the factors involved in the HAZREP. Hit "Add New Entry" to get started.

Choose Your Factor Flavor

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Event Factors

▶ Help

Human:
- ○ Aircrew
- ○ Supervisory Personel
- ○ Facilities Supervisory
- ○ Facilities Non-Supervisory
- ○ Maintenance Supervisory
- ○ Maintenance Non-Supervisory

Choosing a Human factor will take you to the Who/What/Why data entry screens.

Material:
- ○ Aircraft Systems (Aircraft & Associated Systems & All Stores)
- ○ Aircrew Equipment (ALSS / Flight Gear, etc.)
- ○ Support Equipment (GSE, IMRL Gear, Ground Support Vehicles, etc.)
- ○ Facility Equipment (Includes Runways, Flight Decks & Gear, Catapult

will take you to Component/Mode/Agent entry screens (Part 4 of the users guide)

Not Material or Human:
- ○ Special Type (See 'Help' for Definition)

* Indicates required field must be entered before moving to next screen

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What Data Goes Here?

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Involved Factors

▶ Help

Factor Statement [   ]

Factor analysis and amplifying remarks [   ]

* Indicates required field must be entered before moving to next screen

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  - ⊞ Routing Information

'Factor statement' is a short summary of the analysis/evidence paragraph you used to do in paragraph 6 of message traffic HAZREPS.

Factor analysis is your detailed evidence/analysis paragraph (para 6 from old HAZREPS)

Who?

First you select an option from the General Level list.

After you make your choice, WESS will show you another drop down menu for Specific Level. Make another choice from that menu.

After choosing your Specific Level, you'll get a third drop down menu for Fine level. See the next slide for an example of how all three will appear.

Who – The 3 Levels

Here we've chosen Aircrew/Pax, Pilot at the Controls, Flight Leader. Now we'll hit 'Next' to move on.

3 Levels of What

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Human Factor - What

▶ Help

General Level [AIRCREW ▼]

Specific Level [BECAME LOST ▼]

Fine [NAVIGATION ERROR ▼]

Selections complete, click next to continue.

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This data entry screen works just like the Who page you just finished.

Hit 'Next' to move to Why…

Why?

Explaining Why

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Human Factor - Why

▶ Help

General Level [COMMUNICATION/COORDINATION ▼]

Specific Level [MISINTERPRETATION - WRITTEN ▼]

Fine [INADEQUATE GRAPHIC DESIGN ▼]

Selections complete, click next to continue.

* Indicates required field must be entered before moving to next screen   [Back] [Next]

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Once again, you get three levels of Why inputs. Enter the appropriate info and hit 'Next'

Recommendations

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Recommendations

▶ Help

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[Add New Entry] [Edit Entry] [Delete Entry]

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[Back] [Next]

Here is where you tell the world how you're going to prevent future occurrences of this Hazard.

Hit 'Add New Entry' to start...but you probably knew that already.

You can enter multiple recommendations, too.

For each recommendation you're going to make, determine if it's directed at an individual command or a Community of Interest (COI) and make the appropriate selection.

COIs are the WESS version of message traffic CADs

Individual Command choice

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Action Agency Lookup

▶ Help

UIC (Navy) or **MCC/RUC** (Marine)

If searching via a partial activity name, please follow these search suggestions:

Detachments - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment location (Crane, Keflavik, Norfolk)

Ships and Submarines - Omit the preface of USS (RONALD REAGAN, OHIO)

Shore - Use root word of activity (safety, hospital, exchange, base) or activity location

Squadrons - Use "squadron" followed by a space and a number (SQUADRON 85). To further refine your search preface with squadron type (FIGHTER SQUADRON 85, RESCUE SQUADRON 32, etc.)

Reserve Units - Use "RESERVE" to search for all Reserve units. To further refine your search, preface with unit type (NAVAL, MARINE CORPS, NAVAL AIR)

Enter the Unit Code, if known -- OR -- a complete or partial activity name to search.

If your search result is "No Matching UIC Found", go to WESS Help to report a missing or incorrect UIC/MCC/RUC.

UIC or MCC/RUC Number [   ]   Activity Name [   ]   Search

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

Select Activity

Reset to no selection

⊙ TRAINING AIR WING 6 - N52814

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN   Next

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This screen should be familiar...for individual commands, it defaults to your reporting UIC.

Community of Interest Choice

Choose your community from the drop down menu

Recommendation Info

Recommendations/Factors

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Select Involved Factors This Recommendation Is For

▶ Help

☐ aircrew

☐ HAC secured wrong engine

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Here you must link your Recommendation to the Human/Material factor(s) that you've entered. Click on the box to the left of the factor(s) you want this recommendation to apply to.

Then hit 'Next' to move on…

You're Almost Done!

You've survived this far...now hit 'Next' to enter your CO's comments!

CO's Comments

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Commanding Officer's Comments

▶ Help

Activities

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CO's Comments

WE WERE EXTREMELY FORTUNATE THAT THE AIRCRAFT INVOLVED IN THIS INCIDENT WAS SYMMETRICALLY CONFIGURED WITH TWO DROPTANKS. PREVIOUSLY REPORTED INCIDENTS OF ONE MAIN LANDING GEAR UP OR FAILED LANDINGS WITH SINGLE CENTERLINE DROP TANK CONFIGURATIONS HAVE RESULTED IN CLASS A

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CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN | Next

Data Retrieval (JReport)

- ·Pre-formatted Reports
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- ⊞ 📁 Routing Information

Here is where your CO gets his/her 2 cents' worth. Just like the narrative, you can write as much as you think is necessary.

When you're done, hit "Next" to go to the Data Entry Complete screen.

Data Entry Complete

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WESS Report Data Entry Complete - Thank You

▶ Help

Thank you for entering this report. Please choose from the links below for your next action. If you wish to retain a copy of your report before it is submitted, print a copy using the GENERATE PDF function. The report will only be available through the report system after submission.

Follow the steps below in sequence or jump to any link within the "Go Anywhere From Here" Section.

STEP 1: Click here to validate your report
STEP 2: (OPTIONAL) Build or Edit Chain Of Command
STEP 3: (OPTIONAL) Build or Edit Community Of Interest
STEP 4: (OPTIONAL) Build or Edit Aviation Endorsement Chain
STEP 5: Release Or Route Your Report

Release Report to Safety Center

Go Anywhere From Here!

Delete your report
Generate PDF
Save as template
Injury Log
Feedback Form
User Guide
Return Home

Activities

- Save as template
- Share report
- Return home
- Generate PDF
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Data Retrieval (JReport)

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Go ahead and select Step 1 (report validation) to see if WESS thinks it needs more information from you.

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End of Report Validation

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WESS Report Validation Errors

▶ Help

The General Information Section must pass validation prior to continuing.

General Information

Aviation Event

If there is abnormal egress or anyone injured in the event, entry of at least one person involved in the hazard is required. Select INVOLVED PERSONS link on MY REPORT navigation tree to reach INVOLVED PEOPLE Add/Edit/Delete screen, then select Add New Entry.

Injury Narrative is required.

Personnel

Property

EMR

Aircraft

Factors

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CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[Exit Validation]

Activities
- Maintain Account

- My Report
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Validation errors are dependent on field selections you made throughout the HAZREP. If you left a field blank and WESS requires the info (based on your other data entries), you'll get an error message here.

Just click on the blue link to go the the page that needs repair. When you fix the 'error', hit 'next' on the affected page and you'll automatically return to the validation screen.

Submitting Your Hard Work

When you see this screen, pat yourself on the back! You passed validation!

Now hit 'Exit Validation' to work on submitting your HAZREP.

For further assistance...

For instructions on how to create an internal chop chain, external endorsement chain, and and entering your Community of Interest, see the Chop/Release users guide, also known as Part 5 of the users guide.

For Material Factors…

➢If you want to know the scoop on entering Material Factors, check out the tutorial for that section, Part 4!

➢Move on to Part 5, Chopping and Releasing Hazreps if you're done entering Causal Factors